

DRAFT  
28 Nov - LTS**CONFIDENTIAL**ADMINISTRATIVE INSTRUCTION  
NUMBER  

25X1A

SUBJECT: Promotion of Civilian Employees Paid from Vouchered Funds  
25X1A (Adminis. Instruction   dated 16 June 1947 is rescinded)

1. Civilian employees may be promoted to higher classification grades within this agency subject to:

a. Existence of a suitable vacancy.

b. Complete qualification of the individual for the vacancy in accordance with established standards, including background of education, experience, and personal achievement.

c. Promotion normally being for one grade only, except where no intermediate grade has been established.

d. (1) A "Very Good" or "Excellent" efficiency rating for a period of three months immediately preceding the date of request for promotion.

(2) Promotion to grades P-7 and P-8 or their equivalents will require an "Excellent" rating for this three month period.

2. a. Time in grade standards stated below will serve as a general policy guide in determining promotion qualifications.

P	SP	CAF	GPC	TIME IN GRADE
	1	1	1	
	2	2	2	3 Months
	3	3	3	
	4		4	
	5	4	5	6 Months
1	6	5	6	
	7	6	7	
2	8	7	8	9 Months
		8	9	
			10	
3		9		12 Months
		10		
4		11		15 Months
5		12		18 Months
6		13		21 Months
7		14		24 Months

b. Other factors to be equally considered by recommending and approving authorities will be:

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(1) Demonstrated ability by actual performance, in a very good or better manner, of the duties of the grade and position for which recommended.

(2) A previous record of steady advancement or achievement in earning power sufficient to avoid the implication of too rapid advancement, particularly to the higher grades and responsible supervisory or key technical positions.

c. Each individual case will be decided separately on its own merits after full consideration of all factors which may affect it.

3. Each Assistant Director and Staff Head should establish and administer an internal promotion policy based on:

a. Personal knowledge of the capabilities of all individuals under his jurisdiction.

b. Primary opportunity for advancement of individuals currently employed. Length of service with CIA should be given special consideration where warranted.

c. Stimulation of a competitive spirit on the part of employees of equal grade and responsibilities to qualify for promotion on a basis of comparative productive efficiency and supervisory ability.

d. Office-wide control to avoid, where possible, restricting promotion opportunities to a narrow field.

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